

~~SECRET~~

*orig to Carl*  
*Recor*

*DDS&T*

17 JUN 1970

26 FEB 1971

DDS&T-2166-70

17 JUN 1970

MEMORANDUM FOR: AO/OEL  
AO/ORD  
AO/OCS  
AO/OSI  
AO/OSP  
AO/FMSAC  
AO/SPS  
EO/OSA

SUBJECT : Microfilming Activities

1. With the increasing unavailability of records storage space, demands for microfilming and other similar techniques are increasing. The ExDir-Comptroller and the DD/S have expressed concern about the wide variety of systems being incorporated in the Agency.

2. To maintain a semblance of control in this area, it is requested that requisitions for microfilm systems and equipment be routed through this Office for coordination. [REDACTED] DDS&T Records Management Officer, will serve as coordinator. Questions may be referred to him on ex-

25X1

X1A

[REDACTED]  
Chief, Administrative Support Staff  
DDS&T

Distribution:

- 1 - Each Addressee
- 1 - CIA/RAO ~~X~~
- 1 - DDS&T/RMO
- 1 - C/PSD/OL
- 1 - [REDACTED]
- 2 - DDS&T Registry

5X1A

GROUP 1  
Excluded from automatic  
downgrading and  
declassification